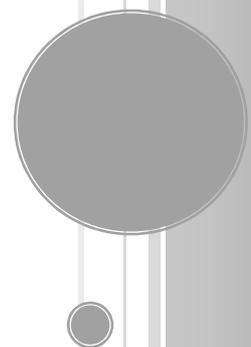


RECREATION DEPARTMENT MONTHLY REPORT

Paula Simmons, Park and Recreation Director

December 2014



December 2014

December Overview

- Attended December Department Meeting
- Attended BBW Chamber Luncheon
- Attended December Park and Recreation Committee Meeting

- Attended December Monthly Department Meeting
- Attended December BBW Chamber Luncheon
- Attended monthly Staff Meeting

PROGRAMS

Finalized Winter Program Flyer. Contacted both Brentwood and Baldwin School to inform them that flyers will be delivered sometime next week.

Started promoting winter programs and events. Set several promotional email blasts. Contacted several churches to have information put in the weekly bulletins.

Issued program fee memo to Finance Department for Boot camp and Zumba instructors.

Informed PALs, Zumba instructor and Bootcamp instructor that there will be no water in the Civic Center most of December. PALs have been moved to the community Room.

Updated winter programs on borough website.

FACILITY RENTAL POLICY

Contacted Chartiers Valley about their Facility Rental Policy regarding rentals to outside organization for large events Did not hear back.

Research high school that have a facility rental policies. Made changes to the Facility Rental policy that will be reviewed at the Park and Recreation Committee meeting.

PLAYGROUND

COMMUNITY SPONSORSHIP AND ADVERTISING

Purchased signs for to inform interested sponsors how to go about purchasing signs



OTHER

Light Up Night

Looked into finding someone who would be interested in participating in Light Up Night as Mrs. Clause

Confirmed appearance from Chik-fil-A Cow.

Holiday Party

Assisted Lou in invitations for both Pot luck Christmas Luncheon and Borough Holiday Party.

PROGRAMS

Issued program fee memo to Finance Department for Boot camp and Zumba instructors.

Registered individuals for programs and assisted with online registration issues.

FACILITY RENTAL/ POLICY

Research high school that have a facility rental policies. Made changes to the Facility Rental policy that will be reviewed at the Park and Recreation Committee meeting.

Several facility rental applications came in this week. With Civic Center water being turned off for the next month, had to contact renters to arrange to be moved to community room or different dates.

PLAYGROUND

Received notification that we have received a \$18,000 GameTime Playground Grant to purchase Gametime playground equipment. See attached for plans and budget.

December 2014

Received notification that we receives a \$15,000 Kaboom DIY Grant to purchase Playworld playground equipment.

Unfortunately, neither grant will be overlapped. The Park and Recreation Committee will decide what type of playground equipment we want to go with.

- Park and Recreation Committee agreed to go with Kaboom Grant and Playworld equipment. Playworld distributor, Jeffery Associates also has a small grant that we may be awarded. The Kaboom grant is good from all next year and gives us time to make some changes and decide what we really want. I have contacted Jeffery Associates to meet with them to make changes to meet our budget.

COMMUNITY SPONSORSHI AND ADVERTISING

OTHER

Holiday Party

Designed and printed labels for holiday party favors.

PROGRAMS

Issued program fee memo to Finance Department for Boot camp and Zumba instructors.

Delivered flyer to all Brentwood and Baldwin schools.

FACILITY RENTAL/ POLICY

Made changes to rentals to accommodate water being turned off in the civic center for the month of December.

PLAYGROUND

Received grant acceptance letter from KaBoom. They included a press release template. Started to fill out press release and read rules and regulations of the grant process.

Met with Pete Jeffery from Jeffery Associates. We reviews playground structures and made changed to meet our 2015 budget.

Emailed Gametime local vendor to inform them we will not be moving forward with a Gametime play structure.

Searched for other grant resources.

December 2014

OTHER

Light Up Night Review

2014 Light up night was a big success. Temperature wasn't frigid and the rain held off. Unfortunately all 3 food vendor backed out or didn't show up. This was a huge disappointment as there was no food for people to eat during the whole event. However people enjoyed booths such as a face painter, train rides, photo opportunities with Frozen characters, and raffles.

There were several scheduled entertainment. We had a new dance studio, Carplez Center for the Arts, perform a 30 min long Holiday musical/acting/dance show. They brought many spectators with them and the audience, including myself, absolutely loved the performance. Mary Ellen Shade Dance studio also put on a performance. Towards the end of the event, Full Body Studio presented an ariel holiday performance.



December 2014



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